

SUBMISSION INSTRUCTIONS

Applicants must respond to each question/item in each section of the application. Incomplete applications will not be considered.



Electronic Application Process

Applicants are **required** to complete and submit the application, including all required attachments to:

MDE-SIG@michigan.gov

New applications will be accepted annually during the following submission windows:

March 1 -31

July 1-31

October 1-31

All existing external providers must reapply on an annual basis:
May 1st – May 30th

Applicants must respond to each question/item in each section of the application. Incomplete applications will not be considered.

Technical support will be available Monday – Friday, from 9:00 a.m. – 4:00 p.m.

All information included in the application package must be accurate. All information that is submitted is subject to verification. All applications are subject to public inspection and/or photocopying.

Contact Information

All questions related to the preferred provider application process should be directed to:

LaWanna Shelton
Consultant
Office of Education Improvement & Innovation

Telephone: (517) 373-3488
Email: sheltonL@michigan.gov

EXTERNAL PROVIDERS: BACKGROUND & APPROVAL PROCESS

Under the Final Requirements for School Improvements Grants, as defined under the Elementary and Secondary Education Act of 1965, as amended, Title I, Part A. Section 1003(g) and the Title I Final Requirements of October 2010, the State Education Agency (SEA) must consider when an LEA applies for a SIG grant is the extent to which the LEA has taken action to “recruit, screen, and select external providers...”. To assist LEA’s in this process, the MDE is requesting information/applications from entities wishing to be considered for placement on a preferred provider list that will be made available to LEA’s on the MDE website. If an LEA selects a provider that is not on the list, the provider will have to go through the application review process before engaging in the turnaround intervention at the LEA. Applications will be reviewed on their merits and not on a competitive basis. Please note that the application and accompanying attachments will be accessible online to LEA’s seeking to contract for educational services. External providers will be monitored and evaluated regularly and those who are not getting results will be removed from the provider list.

All decisions made by the MDE are final. There is no appeal process.

Please note that being placed on the Preferred Provider List does not guarantee that a provider will be selected by an LEA to provide services.

Two or more qualified reviewers will rate the application using the scoring rubric developed by the Michigan Department of Education (MDE).

Applications will only be **reviewed** if:

1. All portions of the application are complete;
2. All application materials, including attachments, are submitted electronically prior to the due date;

Applications will only be **approved** if:

1. The above conditions are met for review;
2. The total application score for entities others than schools, districts, or ISDs/ESAs meets a minimum of 40 points
3. The total application score for schools, districts, or ISDs/ESAs meets a minimum of 28 points

Evaluation Criteria	Weight
1. Model of Change	12 points
2. Performance Management	12 points
3. Sustainability Plan and Engagement of Stakeholders	8 points
4. Experience w/Michigan's Standards and Requirements	5 points
5. Staff Qualifications and Management	8 points
Total Points Possible – Non-School/District/ISD/ESA Applications	45
Minimum Points Required for Approval	40
Total Points Possible –School/District/ISD/ESA Applications	32
Minimum Points Required for Approval	28

APPLICATION OVERVIEW

The Application is divided into four sections.

Section A contains basic provider information.

Section B requests information related to six criteria. Responses in Section B must be in narrative form. You may include figures (e.g., tables, charts, graphs) to support your narrative, but such items will be counted toward applicable page/word limits. You are also required to include supporting evidence documents, if applicable, (e.g. past performance goals) for criteria 1, 2, 4, and 5. If the applicant represents a School/District, ISD, or ESA, complete only criterion 1-3 in section B. The responses must be clear, readily legible, and adhere to the following requirements:

- Times New Roman at a font of 12 points or Verdana at a font of 11 points or larger;
- Single spaced;
- Adhere to page limits specified in the criterion description
- If used, charts and graphs should represent 2 or more years of data

Section C contains the Assurances. Please read each statement carefully. By submitting your application, you certify your agreement with all statements therein.

Section D Attachments (Licensure and Insurance)

SECTION A: BASIC PROVIDER INFORMATION

Please enter the requested information in the spaces provided. Be sure to read all notes, as they provide important information.

Instructions: Complete each section in full.

☐ New Applicant ☐ Existing Applicant (select one)

1. Federal EIN, Tax ID or Social Security Number		2. Legal Name of Entity	
3. Name of Entity as you would like it to appear on the Approved List			
4. Entity Type:		5. Check the category that best describes your entity:	
<input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit		<input type="checkbox"/> Business <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Educational Service Agency (e.g., RESA or ISD) <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> School District <input type="checkbox"/> Other (specify): ____	
6. Number of years operating as service provider			
7. Applicant Contact Information			
Name of Contact		Phone	Fax
Street Address		City	State Zip
E-Mail		Website	
8. Local Contact Information (if different than information listed above)			
Name of Contact		Phone	Fax
Street Address		City	State Zip
E-Mail		Website	
9. Service Area			
List the intermediate school district and each individual district in which you agree to provide services. Enter "Statewide" ONLY if you agree to provide services to any district in the State of Michigan.			
<input type="checkbox"/> Statewide			
Intermediate School District(s):		Name(s) of District(s):	
Focus of services (e.g. Reading, Climate & Culture, Comprehensive School Turnaround)			

10. Conflict of Interest Disclosure

Section 80.36(3) of the Education Department Grant Administrative Regulations (EDGAR), requires that no employee, officer or agent of the school district receiving a Federal grant award shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. In accordance with EDGAR, Michigan recognizes a conflict would arise when the External Service Provider or its employees are:

- (i) An employee, officer or agent of the school district receiving the SIG grant
- (ii) Any member of the immediate family of a SIG school staff member, SIG receiving district staff member, or SIG receiving school district board of education.
- (iii) The spouse or partner of a SIG school staff member, SIG receiving district staff member, or SIG receiving school district board of education.
- (iv) A member of or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the external service provider contracting with a school district.

Does the above describe you or any member of your organization?

☐ Yes

☐ No

If yes, please explain: _____

Applicants must disclose any and all relationships with school or district staff they intend to serve. External Service Providers that willfully and knowingly violate the above named conditions of Conflict of Interest or do not disclose the required information will be required to return in full any and all federal funds received through the contract to provide services to the SIG school.

Schools or school districts are encouraged to apply to become preferred providers. However, the school or school district may not become a preferred provider in its own district. This restriction does not apply to Intermediate School Districts or Regional Educational Service Authorities.

11. Debarment and Suspension

The applicant assures that it is in compliance with the provisions of the A-102 Common Rule or OMB Circular A-110, and that the entity, its employees and sub-contractors, is not suspended or debarred, or otherwise excluded from or ineligible for receipt of federal funds. If the applicant is approved as an external service provider, it assures that any and all sub-contracts include language requiring certification that a proposed contractor is not listed on the suspension disbarment or excluded parties' lists.

☐ I hereby certify neither myself nor the organization I represent are suspended or debarred, or otherwise excluded from or ineligible for receipt of federal funds.

IMPORTANT NOTE: Once approved, providers must operate within the information identified in this application.

Changes in application information may be requested in writing to the MDE. The request must include the rationale for the changes. All changes must receive written approval from the MDE prior to implementation and will be determined on a case-by-case basis. This includes, but is not limited to, information changes in the following categories:

- Change in service area
- Change in services to be offered
- Change in method of offering services

SECTION B: PROGRAM DELIVERY AND STAFF QUALIFICATION NARRATIVES

Instructions: Section B responses must be in narrative form. Provide data/documentation of previous achievements where applicable. All responses must comply with stated page limits. Figures such as tables, charts and graphs can be included in the narrative, but such information will be counted toward page limits. Text and figures beyond the stated page limit will not be considered and should not be submitted with the application. All references must be cited.

Criterion 1: Model of Change ***(12 points possible)***

Explanation: Describe in detail the model of change and justify how this will result in school turnaround. In the response include the following:

- State your theory of action for providing support services
- Detailed description of services and the target audience (principal, teachers, coaches, central office, students, etc.)
- Explain how these services are supported by research and/or best practice
- Describe in detail how services will be delivered, including any systems or protocols that will be created or utilized
- Describe the types of communities with which the provider has experience and successful outcomes.
- What is the standard timeframe for engagements with schools?

Evidence or Supporting Documents:

Foundational documents, training handbook, criterion/tools used in the delivery of services

Criterion 1 Narrative Limit: 4 pages (insert narrative here)

Criterion 2: Performance Management **(12 points possible)**

Explanation: Describe in detail how the provider will ensure quality and progress toward turnaround goals by routinely monitoring the connection between strategies and desired outcomes. In the response include the following:

- Describe the process that will be used to set measurable performance goals /benchmarks (at 30-day, 60-day, 90-day, and yearly) intervals and report to the school/district. These goals should specify what will change, for whom, how much, and by when.
- Provide data that service actions produce the desired results.
 - Alternatively, Start-up entities should provide references directly related to past success(es)
- Describe the contexts/circumstances where the provider has been successful.
- Describe any past weaknesses or identified barriers to providing service and how these weaknesses and barriers were addressed.

Evidence or Supporting Documents:

- Examples of past performance goals and outcomes or external evaluations or recommendations from past buildings/districts served

Criterion 2 Narrative Limit: 4 pages (insert narrative here)

Criterion 3: *Sustainability Plan and Engagement of Stakeholders*
(8 points possible)

Explanation: Describe in detail the plan to ensure that the school/district will be able to sustain practices in the absence of external supports. This should include a description of:

- Provide a sample plan on how services will gradually release and at the same time provide a framework for sustainability.
- Processes for assisting schools in identifying cost neutral or cost effective programs or practices that are sustainable in the absence of SIG funding
- If applicable, also include past experience with engaging other stakeholders and/or integrated services with other providers.

Evidence or Supporting Documents:

- Sample evaluation tools and sustainability plans, lists of stakeholder resources and engagement strategies.

Criterion 3 Narrative Limit: 2 pages (insert narrative here).

Criterion 4: *Experience with Michigan's Standards and State/Federal Requirements*
(5 points possible)

Explanation: Describe in detail how services align with Michigan's standards, assessments, and school improvement/turnaround requirements. Also provide information about experience with the following:

- Title I
- Students with Individualized Education Programs (IEPs) under Section 504 of the Individuals with Disabilities Act (IDEA)
- Service and support for English language learners
- Prekindergarten and/or early elementary programs
- Evidence-based whole school reform strategies
- Culture and Climate interventions to create safe and supportive school environments

Evidence or Supporting Documents:

- If experience has been outside of MI, then provide examples of how the provider has tailored services to meet state context and standards

Criterion 4 Narrative Limit: 2 pages (insert narrative here)

Criterion 5: Staff Qualifications and Management
(8 points possible)

Explanation: Provide a brief summary of qualifications for the primary staff who will be delivering services. Also include the following:

- Criteria for selecting new staff to work with schools/districts
- Management and staffing plan

Describe the quality controls that will be in place to ensure quality service as well as holding staff accountable for results.

Evidence or Supporting Documents:

- Resume or Curriculum Vitae
- Organizational chart
- Position descriptions

Criterion 5 Narrative Limit: 2 pages (insert narrative here)

SECTION C: ASSURANCES

The applicant entity agrees to:

1. Follow all applicable legislation and guidance governing the Section 1003(g) school improvement grants.
2. Follow all applicable Federal, state, and local health, safety, employment, and civil rights laws at all times.
3. Comply with the MDE Standards for Monitoring Section 1003(g) School Improvement Grants Preferred External Education Services Providers.
4. Make all documents available to the MDE or LEA for inspection/monitoring purposes, and participate in site visits at the request of the MDE, the district, or facilitators/monitors for the SIG grant.
5. Notify MDE and applicable district(s), in writing, of any change in the contact information provided in this application within ten business days.
6. Provide written notification to MDE, when external preferred provider services will no longer be provided, thirty days prior to termination of services.
7. Submit an application that accurately and completely describes services they will provide to the LEA.
8. Comply with SEA and LEA requirements and procedures for External Service Providers.

SECTION D: ATTACHMENTS

- **Licensure:** Applicants must attach a copy of their business license or formal documentation of legal status with respect to conducting business in Michigan (e.g., certificate of incorporation, proof of 501(c)(3) tax-exempt status). Schools, school districts, and ISDs/RESAs may substitute documents that include address/contact information and the appropriate building or district code as found in the Educational Entity Master (EEM).
- **Insurance:** Applicants must provide a proof of their liability insurance or a quote from an insurance agency that reflects the intent to obtain general and/or professional liability insurance coverage. *This is not required for schools, districts, or ISDs/ESAs.*